

United States Bankruptcy Court
Middle District of Florida, Tampa/Ft. Myers Divisions

E-Order Submission Procedures

*Updated as to Judge May & Judge McEwen

For cases pending before Chief Judge Glenn, Judge Williamson and Judge Paskay, electronic filers should submit proposed orders through e-mail to the addresses designated below.

Cases assigned to Chief Judge Glenn Orders.glenn@flmb.uscourts.gov

Cases assigned to Judge Williamson Orders.williamson@flmb.uscourts.gov

Cases assigned to Judge Paskay Orders.paskay@flmb.uscourts.gov

In addition, the following guidelines should be followed. **Failure to follow these guidelines will result in the return of the proposed order.**

- ◆ Transmit **ALL** proposed orders as pdf attachments using only 12-point Times New Roman with full, justified margins. Documents may be no larger than 8.5" x 11".
- ◆ Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the date line as a continuous line (not "on this ___ day of _____, 200_").
- ◆ Provide the names and addresses of **ALL** parties to be served under the heading "Copies furnished to". Do not include any service certification for the Clerk's Office to complete.
- ◆ Title the attachment (the pdf image of the proposed order) using the bankruptcy case number and the name of the Order (i.e. 8-03-bk-01253-MGW Order Granting Motion to Compel).
- ◆ In the subject line of the e-mail, include the case number (including the office code and Judge's three letter initials), the Debtor's name and the name of the order (i.e. 8-04-bk-12539-PMG John Doe Order Granting Motion for Relief from Stay).

For cases pending before Judge May and Judge McEwen, electronic filers should submit proposed orders through the Court's website, <http://pacer.flmb.uscourts.gov/orders/login.asp>.

You will be prompted to login. Use your CM/ECF login to enter the site (no password is required). This web page is a functional form that will direct your orders to the correct recipient as well as automatically name the attached order(s) to the standard format currently used. It is not necessary for you to follow the naming guidelines of proposed orders (as referenced above) when using this on-line form. The naming process automatically occurs with the aid of drop down menus and gathers the information you enter and select. You should, however, continue to follow the standard guidelines for preparing an order (i.e. converting to pdf prior to submission).

This system will also allow you to track your order through the process and, you may check on an order's status at anytime.

Beginning **February 6, 2006** this will be the only method for the submission of proposed orders to Judge May and Judge McEwen.